

Microsoft Word Expert 2019/Office 365

# Student Study Guide

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## Introduction

Welcome to the Microsoft Word Expert 2019 Student Study Guide. This guide prepares you for Microsoft Office Specialist: Microsoft Word Expert (Word and Word 2019) certification exam. Preparing for certification is exciting! Employers around the world recognize Microsoft certifications as premier technical certifications. Certifications give you a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies. Gaining these skills and certifying can unlock your potential and opportunities.

The Student Study Guide includes three 50-minute hands-on projects to help you assess your readiness for the exam. These scenario-based projects consist of multiple real-world tasks that map to exam objectives. Each project covers approximately 35 exam objectives, allowing ample opportunity to gain certification skills through practice and preparation.



## Study Guide Features

The following Study Guide features were designed and structured to support achievement of the [\*MO-101: Microsoft Word Expert \(Word and Word 2019\)\*](#) certification exam.



## Scenario

This Study Guide is based around a single business scenario that unifies all project tasks and gives you a single focus for applying what you learn. As tasks are completed, you will build advanced skills with Microsoft Word while navigating common workplace responsibilities.

**The Scenario:** Munson's Pickles and Preserves started as a small farm market focused on fresh produce. Due to the success of the business, coupled with the family's passion for greenery, Munson's is now considering expanding the business to include a flower and plant nursery. Envision yourself as a Munson's Pickles and Preserves Farm employee tasked with evaluating and researching the potential flower and plant nursery expansion. Your collected research and data will guide the future development and expansion of the farm.



### Projects

The Student Study Guide is divided into three different projects. Projects include a set of up to 22 tasks to be completed within approximately 50 minutes to simulate the certification exam environment. Based on exam [MO-101: Microsoft Word Expert \(Word and Word 2019\)](#), each task addresses specific objectives to assess your knowledge of the application in a real-world context.



### Data Files/Media Files

The Project Files folder contains all data and media files. These resources are the starter and supporting files that you will use to complete the projects.



### Learning Directory

The Learning Directory provides a table which includes certification exam objectives, online resources, step-by-step guidance for practice of skills, along with mapping to the Study Guide projects and the MSIA Microsoft Word Expert 2019 course. This directory allows you the ability to focus on specific concepts to improve competency with Microsoft Word Expert 2019.



### Strategies for Success

- Before beginning each task, read the instructions carefully to ensure the task is performed correctly
- As you move through the project, use the checkbox provided as an organizational tool to track completion
- If you have difficulty completing a task, utilize the Learning Directory to research and practice specific concepts until mastery
- If a project task instructs you to enter "specific text," the text in quotation marks indicates what you will input into the document. The comma inside the quotations should not be included.
- Consider completing all three projects to cover each exam objective
- The Learning Directory may only address one or two options for completion, but there may be multiple ways to complete each project task correctly



## Software Requirements

In preparation of using the Student Study Guide, ensure you have a computer with:

- Office 2019 or Office 365



## Additional Information and Resources

- To learn more about Microsoft Office certifications, visit [Microsoft Office Certification](#)
- To view the Certiport Microsoft Office Specialist 365 and 2019 Exam Tutorial, visit [Certiport Exam Tutorial](#)

## Project 1

**Instructions:** In this project there are 21 tasks based on the exam objectives for Exam MO-101: Microsoft Word Expert (Word and Word 2019). For each exam objective, complete the task(s) using the supporting files listed below under **Resources**. After each task is completed, check the task box to mark as complete.

**Note:** Refer to the Learning Directory for step-by-step guidance and additional resources, if needed.



Indicates certification exam objectives that are computer settings

**Resources:** Download files listed below before beginning tasks

- **Project1\_datafile.docm** in the **Project\_Files** folder
- **text.docx** in the **Project\_Files** folder
- **list.docx** in the **Project\_Files** folder

## Project 1 Tasks



1.1.5 Enable macros in a document

- Open Project1\_datafile.docm and Enable macros



1.1.6 Customize the Quick Access toolbar

- Add Read Aloud and Spelling & Grammar to the Quick Access Toolbar

### 1.1.7 Display hidden ribbon tabs

- Display the Developer tab

### 1.1.8 Change the Normal template default font

- Change the Normal template default font to 12pt Arial

### 2.3.1 Create paragraph and character styles

- Create a new paragraph Style named "Munsons" with the font set to "Arial Nova" 13pt

### 3.2.2: Create custom font sets

- Create a Custom Font set named Munsons with the Heading font Arial Black and the Body font Arial

### 1.3.1 Configure editing and display languages

- Add an additional editing Language to Word (Example: add Spanish, Filipino, or Dutch)

**Note:** Restarting Office is not necessary to complete project

### 1.3.2 Use language-specific features

- Set your native language as the default Display Language

**Note:** Restarting Office is not necessary to complete project

### 3.1.1 Create Quick Parts

- Create a Quick Part for the first three lines of text, beginning with "Munson's" and ending with "10215" then format the Quick Part as follows:

Name: Munson's Address

Gallery: Quick Parts

Category: General

Description: current address

Save in: Normal

Options: Insert content in its own paragraph

### 2.1.3 Apply Paste Options

- Open the text.docx file and copy the text in the scroll shape. Then, return to the Project1.docx and paste the text to Merge Formatting at the end of the paragraph that begins with "Munson's would like to expand the farm to include." Close the text.docx document

### 4.1.3 Insert standard content controls

- Insert a double space after the "Munson's Pickles and Preserves Farm" address then insert a Date Picker Content Control on the new line

### 4.1.4 Configure standard content controls

- Modify the Date Picker Properties so the title is "Current Date" and the date format is Month Day, Year (example: January 1, 2020)

### 1.1.4 Link to external document content

- Save the list.docx to your local folder and then link the list.docx document to the text "identified plants and flower list" located in the paragraph beginning with "To minimize the initial cost"

### 2.2.2 Set paragraph pagination options

- Set the paragraph pagination so the paragraph beginning with "Munson's would like to expand" and ending with "zones in the United States." text remains together

### 4.3.4 Create merged documents, labels, and envelopes

- Start a Mail Merge Letter with a New List and include the recipients below. Then, name the list "Zones" in the Document Source folder

First Name	Last Name	Address Line 1	City	State	Zip	Email address	Zone
Amal	Padilla	234 Main Street	Harlem	Montana	59526	Amal@example.com	Zone 3
Andree	Meilleur	789 Elm Street	Casper	Wyoming	82601	Andree@example.com	Zone 4

### 4.3.2 Insert merged fields

- Insert the following fields:
  - Address Block quadruple spaced (4 lines) below the date
  - Greeting Block double spaced (2 lines) below the Address Block
  - The Zone information in the paragraph beginning with "To minimize the initial cost" following the text "potential business partner for"

### 4.3.1 Manage recipient lists

- Add the following information to the recipient list:

First Name	Last name	Address Line 1	City	State	Zip	Email address	Zone
Charline	Varieur	4567 Pine Avenue	Lamar	Colorado	81052	Charline@example.com	Zone 5
Felipe	Bui	456 College Street	Christmas Valley	Oregon	97641	Felipe@example.com	Zone 6



### 4.3.3 Preview merge results

- Preview each of the seven merged letters, then close the preview

### 4.3.4 Create merged documents, labels, and envelopes

- Finish and Merge the document to Edit Individual letters then Save the created document as "merged"

### 1.2.1 Restrict editing

- In the merged.docx document, Restrict editing so only Tracked changes is allowed with the password "edit"

### 1.2.2 Protect documents by using passwords

- Protect the merged.docx document with the password "final" then Save and Close all files

## Project 2

**Instructions:** In this project there are 22 tasks based on the exam objectives for Exam MO-101: Microsoft Word Expert (Word and Word 2019). For each exam objective, complete the task(s) using the supporting files listed below under **Resources**. After each task is completed, check the task box to mark as complete.

**Note:** Refer to the Learning Directory for step-by-step guidance and additional resources, if needed.



Indicates certification exam objectives that are computer settings

**Resources:** Download files listed below before beginning tasks

- **Project2\_datafile.docx** in the **Project\_Files** folder
- **styles.docx** in the **Project\_Files** folder

## Project 2 Tasks

-  1.1.6 Customize the Quick Access toolbar
  - Open the Project2\_datafile.docx and Save the document to OneDrive. Then, Add Styles and Add a Hyperlink to the Quick Access Toolbar
-  1.1.7 Display hidden ribbon tabs
  - Display the Draw ribbon tab
-  1.1.8 Change the Normal template default font
  - Change the Normal template default font to 13 pt Times New Roman
-  2.3.3 Copy styles to other documents or templates
  - Copy the "Normal, Munsons" style from the styles.docx to the Project2\_datafile.docx then apply the style to the entire document
-  2.3.2 Modify existing styles
  - Format the first line of text "Munson's Pickles and Preserves Farm" as follows then update the Title style to match the formatting
    - Font: Arial Rounded MT Bold
    - Size: 20
    - Font style: Bold
    - Alignment: Center
    - Line spacing: 15pt After
- 2.2.1 Configure hyphenation and line numbers
  - In the document, show Continuous Line Numbers
-  2.3.2 Modify existing styles
  - Modify the Heading 1 Style to Arial font, Centered on the page with 6pt Paragraph Spacing Before and After the paragraph. Then, apply the Heading 1 style to lines 2, 3, and 4 of text beginning with "234" and ending with "www.munsonspicklesandpreserves.com"
-  3.2.4 Create custom style sets
  - Save the current formatting as a New Style Set named "Munsons"
-  3.1.1 Create Quick Parts
  - Create a Quick Part for the Munsons web address and format as follows:
    - Name: "Munson's Web Address"
    - Gallery: Quick Parts

- Category: General
- Description: "current web address"
- Save in: Normal
- Options: Insert content in its own paragraph



### 3.1.2 Manage building blocks

- Modify the "Do Not Copy 1" watermark to change the name to "MUNSONS" in the Disclaimers category, then insert the Watermark

### 1.1.4 Link to external document content

- Insert the email link "Marcos@munsonspicklesandpreservesfarm.com" to the text "email" located on line 28 and include the Subject Line "Proposal"

### 2.2.1 Configure hyphenation and line numbers

- Hyphenate the document text automatically

### 2.2.2 Set paragraph pagination options

- Set the Paragraph Pagination so that the Popular Flowers by Region title and list remain together on one page, and the Native Plants title and list remain on one page together

### 3.3.1 Mark index entries

- At the end of the document, Mark Index Entries for the following titles, "Popular Flowers by Region," "Native Plants," "Featured Staff," and "Identified Zones" for the Current page with Bold page numbers

### 3.3.2 Create indexes

- Insert an Index on its own page after the last paragraph ending in "proposal by email" formatted as follows:
  - Right align page numbers
  - Tab leader: .....
  - Formats: From template
  - Columns: 1

### 3.3.1 Mark index entries

- Mark index entries for the following text:  
"Munsons' employs" (paragraph beginning with "Munsons' employs" and ending with "farm tours and field trips") Cross-referenced to "Featured Staff"

“plants” (last sentence in paragraph beginning with “To minimize the initial cost” and ending with “proposal by email”) Cross-referenced to “Native Plants”

“flowers” (last sentence in paragraph beginning with “To minimize the initial cost” and ending with “proposal by email”) Cross-referenced to “Popular Flowers”

### 3.3.3 Update indexes

- Update the index, save the file and hide paragraph marks

### 1.1.2 Manage document versions

#### 1.1.3 Compare and combine multiple documents

- View the version history, open the earliest version to compare it to the current version. Accept the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> suggested changes, save the compared document as “compared” and then close the file



#### 4.2.1 Record simple macros



#### 4.2.2 Name simple macros

- Record a Button Macro named “paragraph” in the current document to add 8 pt spacing after the paragraph, then check to make sure the macro is working by running it on each paragraph



#### 4.2.3 Edit simple macros

- Edit the “Paragraph” Macro so the paragraph spacing is 10 pt after the paragraph, run the macro for each paragraph then Save the Project2\_datafile as a Macro enabled document in OneDrive

### 1.2.1 Restrict editing

- Limit the formatting to only use the Title and Heading 1 styles

### 1.2.2 Protect documents by using passwords

- Password protect the document with the password “Final” then Save and Close all files

## Project 3

**Instructions:** In this project there are 19 tasks based on the exam objectives for Exam MO-101: Microsoft Word Expert (Word and Word 2019). For each exam objective, complete the task(s) using the supporting files listed below under **Resources**. After each task is completed, check the task box to mark as complete.

**Note:** Refer to the Learning Directory for step-by-step guidance and additional resources, if needed.



Indicates certification exam objectives that are computer settings

**Resources:** Download files listed below before beginning tasks

- **Project3\_datafile.docx** in the **Project\_Files** folder
- **Combine.docx** in the **Project\_Files** folder
- **Macro.docm** in the **Project\_Files** folder
- **Styles.dotx** in the **Project\_Files** folder
- **Farm.jpg** in the **Project\_Files** folder
- **Logo.png** in the **Project\_Files** folder

## Project 3 Tasks

### 1.1.3 Compare and combine multiple documents

- Combine the Project3\_datafile.docx and the Combine.docx file into a New document. Accept All Changes and Stop Tracking, then Save the file as "project3combined" and when complete, Hide Source Documents



### 4.2.4 Copy macros to other documents or templates

- Save the document as a Macro-Enabled Document, copy the "NewMacros" macro from the Macro.docm file



### 4.2.3 Edit simple macros

- Edit the Header macro to change "Munsons" to "Munson's" then run the macro



### 2.1.2 Find and replace formatting and styles

- Use Find and Replace to Replace All Heading 1 Styles with Heading 2 Styles



### 2.1.1 Find and replace text by using wildcards and special characters

- Use Wildcards to Find every shipping cost that begins with "1" and ends with "0" and Replace it with "150"



### 2.3.3 Copy styles to other documents or templates

- Copy the Heading 2 style from Styles.docx into the Project3\_combined document

### 2.2.2 Set paragraph pagination options

- Set the Shipping Cost title and table to remain together on one page

### 3.2.1 Create custom color sets

- Create a Custom Color set named Munsons with the Hyperlink color Orange and Followed Hyperlink color Purple

### 3.2.3 Create custom themes

- Save the current Theme named "Theme"

### 1.1.1 Modify existing document templates

- Open a new document based on the "Seasonal event flyer" template then format the template as follows. Save the template as "Flyer" and Close

Edit the picture to the Farm.jpg

Edit the logo to Logo.png and resize to "1.5"

Edit the text in the textbox as follows:

- "Add Key Info About Your Event Here!" to "Pickles"
- "Don't Be Shy-Tell Them Why They Can't Miss This Event" to "Preserves"
- "One More Exciting Point Here!" to "Flowers"
- "Add Another Important Point Here" to "Plants"
- "You Have Room for One More Here!" to "And More!"

Edit the Company Information textbox as follows:

- "Munson's Pickles and Preserves Farm"
- "234 Bridge Street"
- "Edison, WA 10215"
- "http://www.munsonspicklesandpreservesfarm.com/"

**Note:** If the "Seasonal event flyer" is not available, choose an appropriate flyer theme

### 1.1.4 Link to external document content

- Insert a link to the Flyer template from the text "flyer template" located in the paragraph beginning with "Your farm has been identified" and ending with "working with you."

### 4.1.1 Add custom fields

- On the last page of the document add a field to display the UserName, then on the following line add a field to display the document Keywords

### 4.1.2 Modify field properties

- Update the document Keywords to "Proposal" and update the Keywords field, then format the UserName field so it displays as Uppercase

### 4.1.3 Insert standard content controls

- At the end of the document add the following standard content controls each on a separate line as follows:
  - Date Picker
  - Rich Text
  - Combo Box
  - Drop-Down List

### 4.1.4 Configure standard content controls

- Configure the Content Controls as follows:
  - Date Picker to display the date as Month, Day, Year (example: January 1, 2020)
  - Rich Text Content Control with the title "Farm name"
  - Combo Box with the title "Flowers" and Add Choices:
    - Golden Wattle
    - Orchid
  - Drop-down list with the title "Plants" and Add Choices:
    - Miniature Hollyhock
    - Alpine Strawberry

### 3.4.1 Insert figure and table captions

- Insert an appropriate caption below each table in the document

### 3.4.1 Insert figure and table captions

### 3.4.2 Configure caption properties

- Insert an appropriate caption below each picture in the document with the caption label "picture"

### 3.4.3 Insert and modify a table of figures

- Insert a Table of Figures for the Pictures and a Table of Figures for the Tables on their own page at the end of the document

### 3.4.2 Configure caption properties

- Update each picture with the caption numbering formatted as "A,B,C"

### 3.4.3 Insert and modify a table of figures

- Update the Pictures Table of Figures, then Save and Close the document

### Learning Directory

The Learning Directory allows you the opportunity to research and practice specific concepts until mastery. The table includes certification exam objectives, online resources, step-by-step guidance, along with mapping to the Study Guide projects and the MSIA Microsoft Word Expert 2019 course. Refer to the Learning Directory table if you have difficulty or need help completing specific tasks within the projects.

<b>Word Expert 2019 Learning Directory</b>				
<b><u>Mapping to MO-101 Exam Objective Domain</u></b>	<b>Online Resources</b>	<b>Step-by-Step</b>	<b>Study Guide Project Map</b>	<b>Word Expert 2019 Course Map</b>
<b>1.1.1 Modify existing document templates</b>	<a href="#">Edit templates</a>	<ol style="list-style-type: none"> <li>From the <b>File</b> tab, select <b>New</b></li> <li>Search for a template by:                             <ul style="list-style-type: none"> <li>Entering a keyword in the <b>Search</b> box</li> <li>Selecting a suggested search topic</li> <li>Selecting a built-in template icon</li> </ul> </li> <li>Make changes to the template and then save the document as a Word template using the .dotx format</li> </ol>	Project 3	Module 2, Lesson 2  Module 2, Lesson 3
<b>1.1.2 Manage document versions</b>	<a href="#">Recover an earlier version of an Office file</a>	<ol style="list-style-type: none"> <li>Open the file</li> <li>From the <b>File</b> tab, select <b>Info</b>, and then choose <b>Version history</b></li> <li>In the <b>Version history</b> pane, select a version to open, and then open it in a separate window. A <b>Previous Version</b> bar displays at the top of the file, from which you can compare or restore document version</li> <li>Select <b>Restore</b>, and then from the <b>Task</b> pane select the</li> </ol>	Project 2	Module 2, Lesson 2

		document version you want to restore		
<b>1.1.3 Compare and combine multiple documents</b>	<a href="#">View and compare documents side by side</a>	<ol style="list-style-type: none"> <li>1. From the <b>Review</b> tab &gt; <b>Compare</b> group, select <b>Compare</b>, and then in the sub-menu, select <b>Compare</b> again</li> <li>3. In the <b>Compare Documents</b> dialog box, select the original document and the revised document</li> <li>4. From the <b>Original document</b> drop-down, select the document you sent out for review. If you need to browse to the file's location, select the <b>Browse for original</b> folder icon</li> <li>5. From the <b>Revised document</b> drop-down, select the document to compare with original</li> <li>6. In the <b>Label changes with</b> box, enter a name or phrase</li> <li>7. Select the <b>More &gt;&gt;</b> button to get additional options for comparing and combining the documents</li> <li>8. In <b>Show changes in</b> section, select how to display the changes, then select <b>OK</b></li> </ol> <p><b>Note:</b> Word opens a new document that is a combination of the original document and the copy you compared it to</p> <ol style="list-style-type: none"> <li>9. To change the display options, in the <b>Compare</b> group, select <b>Compare</b>, and then in the sub-menu, select <b>Show Source Documents</b></li> </ol>	Project 2 Project 3	Module 2, Lesson 3

		10. After resolving the combined, save the new document		
<b>1.1.3 Compare and combine multiple documents</b>	<a href="#">Combine document revisions</a>	<p><b>Note:</b> the <b>Combine</b> feature can only keep one set of formatting changes</p> <ol style="list-style-type: none"> <li>1. From the <b>Review</b> tab &gt; <b>Compare</b> group, select <b>Compare</b>, and then from the sub-menu, choose <b>Combine</b></li> <li>3. In the <b>Combine Documents</b> dialog box &gt; <b>Original document</b> drop-down, select the reviewed document. If needed, select the <b>Browse original documents</b> folder icon</li> <li>4. In the <b>Combine Documents</b> dialog box &gt; <b>Revised document</b> drop-down, select the document to merge (usually your original document)</li> <li>5. In the <b>Label changes with</b> box, enter a name or phrase</li> <li>6. Select the <b>More</b> button to access additional options for combining the documents</li> <li>7. In the <b>Show changes in</b> section, select how to review the changes by selecting from one of the options</li> </ol> <p><b>Note:</b> Word opens the document that combines the original document and the copy you are comparing it to</p> <ol style="list-style-type: none"> <li>8. To change the display options, in the <b>Compare</b> group, select</li> </ol>	Project 3	Module 5, Lesson 1

		<p><b>Compare</b>, and then in the sub-menu, select <b>Show Source Documents</b></p> <p>9. After resolving the combined changes, save the document</p>		
<p><b>1.1.4 Link to external document content</b></p>	<p><a href="#">Embed and link to files</a></p>	<p><b>Link to a file on your computer</b></p> <ol style="list-style-type: none"> <li>1. Select the text or picture</li> <li>2. From the <b>Insert</b> tab &gt; <b>Links</b> group, select <b>Link</b></li> <li>3. In the <b>Insert Hyperlink</b> dialog box &gt; <b>Link to</b> section, select <b>Existing File or Web Page</b></li> <li>4. From the <b>Look in</b> drop-down, navigate to the file</li> <li>5. Select <b>OK</b></li> </ol> <p><b>Link to a new file on your computer</b></p> <ol style="list-style-type: none"> <li>1. Select the text or picture</li> <li>2. From the <b>Insert</b> tab &gt; <b>Links</b> group, select <b>Link</b></li> <li>3. In the <b>Insert Hyperlink</b> dialog box &gt; <b>Link to</b> section, select <b>Create New Document</b></li> <li>4. In the <b>Name of new document</b> box, enter a name for the new file, and either use the location displayed under <b>Full path</b> or browse to a different save location by selecting <b>Change</b></li> <li>5. Choose whether to <b>Edit the new document later</b> or open and <b>Edit the new document now</b></li> </ol> <p><b>Link to a new email message</b></p> <ol style="list-style-type: none"> <li>1. Select the text or picture that you want to display as a link</li> </ol>	<p>Project 1 Project 2 Project 3</p>	<p>Module 5, Lesson 1</p>

		<ol style="list-style-type: none"> <li>6. On the <b>Insert</b> tab &gt; <b>Links</b> group, select <b>Link</b></li> <li>2. In the <b>Insert Hyperlink</b> dialog box, under <b>Link to</b>, select <b>E-mail Address</b></li> <li>3. In the <b>E-mail address</b> box, enter the email address or select an address in the <b>Recently used e-mail addresses</b> list</li> <li>4. In the <b>Subject</b> box, enter the subject of the message</li> </ol> <p><b>Link to a location in the document</b></p> <ol style="list-style-type: none"> <li>1. Select the text or picture that you want to display as a link</li> <li>2. On the <b>Insert</b> tab &gt; <b>Links</b> group, select <b>Link</b></li> <li>3. From the <b>Insert Hyperlink</b> dialog box, under <b>Link to</b>, select <b>Place in This Document</b></li> <li>4. From the list, select the heading or bookmark to link to your text or picture</li> </ol>		
<p><b>1.1.5 Enable macros in a document</b></p>	<p><a href="#">Enable or disable macros in Office files</a></p>	<p><b>Enable Macros</b></p> <ol style="list-style-type: none"> <li>1. From the <b>File</b> tab &gt; <b>Security Warning</b> area, select <b>Enable Content</b></li> <li>2. Under <b>Enable Content</b>, select <b>Enable All Content</b></li> </ol> <p><b>Change macro settings</b></p> <ol style="list-style-type: none"> <li>1. From the <b>File</b> tab, select <b>Options</b></li> <li>2. Select <b>Trust Center</b>, and then choose <b>Trust Center Settings</b></li> <li>3. In the <b>Macro Settings</b> section, change the settings</li> </ol>	<p>Project 1</p>	<p>Module 1, Lesson 1</p>

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		4. Select <b>Ok</b>		
<b>1.1.6 Customize the Quick Access toolbar</b>	<a href="#">Customize the Quick Access Toolbar</a>	<ol style="list-style-type: none"> <li>1. Select <b>Customize Quick Access Toolbar</b>, and select <b>More Commands</b></li> <li>2. In the <b>Choose commands from</b> list, select the command</li> <li>3. Locate the command in the list, and then select <b>Add</b></li> </ol>	Project 1 Project 2	Module 1, Lesson 2
<b>1.1.7 Display hidden ribbon tabs</b>	<a href="#">Customize the ribbon</a>	<p><b>Hide or unhide a tab</b></p> <ol style="list-style-type: none"> <li>1. Right-click or access the context menu on any empty space in the ribbon</li> <li>2. Select <b>Customize the Ribbon</b></li> <li>3. In the <b>Word Options</b> window under the <b>Customize the Ribbon</b> list, uncheck or check the box next to the tab that you wish to hide or unhide</li> <li>4. Review and save your changes, then select <b>OK</b></li> </ol>	Project 1 Project 2	Module 1, Lesson 2
<b>1.1.8 Change the Normal template default font</b>	<a href="#">Change the Normal template</a>	<ol style="list-style-type: none"> <li>1. From the <b>Home</b> tab &gt; <b>Font</b> group, launch the <b>Font</b> dialog box</li> <li>2. Select the desired font and size</li> <li>3. Select <b>Set As Default</b></li> <li>4. Select one of the following: <ul style="list-style-type: none"> <li>• <b>This document only</b></li> <li>• <b>All documents based on the Normal template</b></li> </ul> </li> <li>5. Select <b>OK</b></li> </ol>	Project 1 Project 2	Module 1, Lesson 1
<b>1.2.1 Restrict editing</b>	<a href="#">Allow changes to parts of a protected document</a>	<p><b>Restrict styles and themes</b></p> <ol style="list-style-type: none"> <li>1. From the <b>Review</b> tab &gt; <b>Protect</b> group, select <b>Restrict Editing</b></li> <li>2. In the <b>Formatting Restrictions</b> section, select <b>Settings</b></li> <li>3. In the <b>Formatting Restrictions</b> dialog box, in the</li> </ol>	Project 1 Project 2	Module 4, Lesson 3

		<p><b>Styles</b> section, select the <b>Limit formatting to a selection of styles</b> check box</p> <ol style="list-style-type: none"><li>4. Choose the styles to restrict by clearing the check box for each style</li><li>5. In the <b>Formatting</b> section, select any of the check boxes that apply</li></ol> <p><b>Restrict editing</b></p> <ol style="list-style-type: none"><li>1. From the <b>Review</b> tab, in the <b>Protect</b> group, select <b>Restrict Editing</b></li><li>2. In the <b>2. Editing restrictions</b> section, select the <b>Allow only this type of editing in the document</b> check box</li><li>3. In the list of editing restrictions, select <b>No changes (Read only)</b></li><li>4. Select the part(s) of the document where you want to allow changes</li><li>5. In the <b>Exceptions (optional)</b> section, do one of the following:<ol style="list-style-type: none"><li>a. To allow anyone who opens the document to edit the selected section, select the <b>Everyone</b> check box in the <b>Groups</b> list</li><li>b. To allow only particular individuals to edit the selected section, select <b>More users</b>, and then enter the usernames. Include your name if you want to be able to edit that part of the document. Separate each</li></ol></li></ol>		
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		<p>name from the next name with a semicolon</p> <p><b>Note:</b> If you intend to help protect the document via user authentication rather than passwords, make sure to enter email addresses for the usernames</p> <ol style="list-style-type: none"> <li>6. Select <b>OK</b>, and then select the check boxes for the names of the individuals allowed to edit</li> <li>7. Continue to select parts of the document and assign users permission to edit</li> <li>8. In the <b>3. Start enforcement</b> section, select <b>Yes, Start Enforcing Protection</b></li> <li>9. Do one of the following:             <ul style="list-style-type: none"> <li>• To assign a password to the document, enter a password in the <b>Enter new password (optional)</b> box, and then confirm the password</li> <li>• To encrypt the document so that only authenticated owners of the document can remove the protection, select <b>User authentication</b></li> </ul> </li> </ol>		
<p><b>1.2.2</b> <b>Protect documents by using passwords</b></p>	<p><a href="#">Protect a document with a password</a></p>	<ol style="list-style-type: none"> <li>1. From the <b>File</b> tab, select <b>Info</b></li> <li>2. Select <b>Protect Document</b>, and then select one of the following commands:             <ul style="list-style-type: none"> <li>• <b>Always Open Read-Only.</b> Helps prevent accidental changes by asking readers to opt in to editing</li> <li>• <b>Encrypt with Password.</b> Helps protect this document via a password</li> </ul> </li> </ol>	<p>Project 1 Project 2</p>	<p>Module 4, Lesson 3</p>

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		<ul style="list-style-type: none"> <li>• <b>Restrict Editing.</b> Controls the types of changes others can make</li> <li>• <b>Restrict Access.</b> Grants people access while removing their ability to edit, copy, or print this document</li> <li>• <b>Add a Digital Signature.</b> Helps ensure the integrity of the document by adding an invisible digital signature</li> <li>• <b>Mark as Final.</b> Lets readers know that the document is final</li> </ul>		
<b>1.3.1 Configure editing and display languages</b>	<a href="#">Add an editing language or set language preferences in Office</a>	From the <b>File</b> tab, select <b>Options</b> , then select <b>Language</b>	Project 1	Module 1, Lesson 3
<b>1.3.2 Use language-specific features</b>	<a href="#">Add an editing language or set language preferences in Office</a>  <a href="#">Language Accessory Pack for Office</a>	From the <b>File</b> tab, select <b>Options</b> , then select <b>Language</b>	Project 1	Module 1, Lesson 3
<b>2.1.1 Find and replace text by using wildcards</b>	<a href="#">Find and replace text</a>  <a href="#">Examples of wildcard characters</a>	<ol style="list-style-type: none"> <li>1. From the <b>Home</b> tab &gt; <b>Editing</b> group, select <b>Replace</b>. Alternatively, select Ctrl+H</li> <li>2. In the <b>Find and Replace</b> dialog box, select <b>More &gt;&gt;</b></li> </ol>	Project 3	Module 4, Lesson 4

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<p><b>and special characters</b></p>		<ol style="list-style-type: none"> <li>3. In the <b>Search Options</b> section, select the <b>Use wildcards</b> check box</li> <li>4. In the <b>Find what</b> box, enter the text</li> <li>5. In the <b>Replace with</b> box, enter the text</li> </ol>		
<p><b>2.1.2 Find and replace formatting and styles</b></p>	<p><a href="#">Find and replace text</a></p> <p><a href="#">Use a screen reader to find text with specific formatting in Word</a></p>	<ol style="list-style-type: none"> <li>1. From the <b>Home</b> tab &gt; <b>Editing</b> group, select <b>Replace</b>. Alternatively, select Ctrl+H</li> <li>2. In the <b>Find and Replace</b> dialog box, select <b>More&gt;&gt;</b></li> <li>3. In the <b>Search Options</b> section, select <b>Format</b></li> <li>4. Select one of the following commands: <ul style="list-style-type: none"> <li>• <b>Font</b></li> <li>• <b>Paragraph</b></li> <li>• <b>Tabs</b></li> <li>• <b>Language</b></li> <li>• <b>Frame</b></li> <li>• <b>Style</b></li> <li>• <b>Highlight</b></li> </ul> </li> </ol>	<p>Project 3</p>	<p>Module 4, Lesson 4</p>
<p><b>2.1.3 Apply Paste Options</b></p>	<p><a href="#">Control the formatting when you paste text</a></p>	<ol style="list-style-type: none"> <li>1. Place the cursor in the correct position in the document</li> <li>2. From the <b>Home</b> tab &gt; <b>Clipboard</b> group, select the <b>Paste</b> drop-down</li> <li>3. In the <b>Paste Options:</b> section, hover over the buttons for a live review</li> <li>4. Select the paste option: <ul style="list-style-type: none"> <li>• <b>Use Destination Theme</b></li> <li>• <b>Keep Source Formatting</b></li> <li>• <b>Merge Formatting</b></li> <li>• <b>Picture</b></li> <li>• <b>Keep Text Only</b></li> </ul> </li> </ol>	<p>Project 1</p>	<p>Module 3, Lesson 5</p>

<p><b>2.2.1</b> <b>Configure hyphenation and line numbers</b></p>	<p><a href="#">Control hyphenation</a></p> <p><a href="#">Add or remove line numbers</a></p>	<p><b>Hyphenation</b></p> <ol style="list-style-type: none"> <li>1. Place the cursor in the document to insert a nonbreaking hyphen</li> <li>2. From the <b>Layout</b> tab &gt; <b>Page Setup</b> group, select the <b>Hyphenation</b> drop-down</li> </ol> <p><b>Line numbers</b></p> <ol style="list-style-type: none"> <li>1. From the <b>Layout</b> tab &gt; <b>Page Setup</b> group, select the <b>Line Numbers</b> drop-down</li> <li>2. Do one of the following: <ul style="list-style-type: none"> <li>• To number consecutively throughout the document, select <b>Continuous</b></li> <li>• To start with number 1 on each page, select <b>Restart Each Page</b></li> <li>• To start with number 1 after each section break, select <b>Restart Each Section</b></li> <li>• For more advanced line numbering options, such as numbering at different intervals, select <b>Line Numbering Options</b>, and then select <b>Line Numbers</b> from the <b>Layout</b> tab</li> </ul> </li> </ol>	<p>Project 2</p>	<p>Module 3, Lesson 5</p>
<p><b>2.2.2 Set paragraph pagination options</b></p>	<p><a href="#">Line and page breaks</a></p>	<p><b>Keep lines together</b></p> <ol style="list-style-type: none"> <li>1. Select the paragraphs that contain lines that should be kept together</li> <li>2. From the <b>Home</b> tab &gt; <b>Paragraph</b> group, launch the <b>Paragraph Settings</b> dialog box</li> <li>3. Select the <b>Line and Page Breaks</b> tab. In the <b>Pagination</b></li> </ol>	<p>Project 1 Project 2 Project 3</p>	<p>Module 3, Lesson 5</p>

		<p>section, select <b>Keep lines together</b></p> <p>4. Select <b>OK</b></p> <p><b>Keep paragraphs together</b></p> <p>1. Select the paragraphs you want to keep together</p> <p>2. From the <b>Home</b> tab &gt; <b>Paragraph</b> group, launch the <b>Paragraph Settings</b> dialog box</p> <p>3. Select the <b>Line and Page Breaks</b> tab, then in the <b>Pagination</b> section, select <b>Keep with next</b></p> <p>4. Select <b>OK</b></p>		
<b>2.3.1 Create paragraph and character styles</b>	<a href="#">Customize or create new styles</a>	<p>1. Select the text</p> <p>2. From the <b>Home</b> tab &gt; <b>Styles</b> group, select the <b>Style Set gallery</b> drop-down, then choose <b>Create a Style</b></p> <p>3. In the <b>Create New Style from Formatting</b> dialog box, provide a name for your style</p> <p>4. Select <b>OK</b>. The new style will appear in the <b>Styles</b> gallery</p>	Project 1	Module 2, Lesson 1
<b>2.3.2 Modify existing styles</b>	<a href="#">Customize or create new styles</a>	<p>1. From the <b>Home</b> tab, right-click or access the context menu on any style in the <b>Styles</b> gallery, and then select <b>Modify</b></p> <p>2. In the <b>Modify Style</b> dialog box &gt; <b>Formatting</b> section, make formatting changes</p> <p>3. Select the <b>Add to the Styles gallery</b> check box, and then select the radio button for whether the style changes apply to <b>Only this document</b>, or to <b>New documents based on this template</b></p>	Project 2	Module 2, Lesson 1

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		4. Select <b>OK</b>		
<b>2.3.3 Copy styles to other documents or templates</b>	<a href="#">Customize or create new styles</a>	<ol style="list-style-type: none"> <li>1. From the <b>Home</b> tab &gt; <b>Styles</b> group, launch the <b>Styles</b> dialog box</li> <li>2. In the <b>Styles</b> dialog box, select <b>Manage Styles</b></li> <li>3. In the <b>Manage Styles</b> dialog box &gt; <b>Edit</b> tab, select <b>Import/Export</b></li> <li>4. In the <b>Organizer</b> dialog box, from the first <b>Styles available in</b> drop-down, select the first document</li> <li>5. From the second <b>Styles available in</b> drop-down, select the second document</li> <li>6. Select the style, and then select <b>Copy</b></li> </ol>	Project 2 Project 3	Module 2, Lesson 1
<b>3.1.1 Create QuickParts</b>	<a href="#">Use Quick Parts and AutoText in Word</a>	<ol style="list-style-type: none"> <li>1. Select a phrase, sentence, or other portion of the document</li> <li>2. From the <b>Insert</b> tab &gt; <b>Text</b> group, select <b>Quick Parts</b>, then select <b>Save Selection to Quick Part Gallery</b></li> <li>3. In the <b>Create New Building Block</b> dialog box, edit the text as needed</li> <li>4. Select <b>Save</b></li> </ol>	Project 1 Project 2	Module 3, Lesson 1
<b>3.1.2 Manage building blocks</b>	<a href="#">Create and use content Building Blocks in Word documents</a>	<ol style="list-style-type: none"> <li>1. Place the cursor in the desired location within the document to insert the <b>Building Block</b></li> <li>2. From the <b>Insert</b> tab &gt; <b>Text</b> group, select <b>Quick Parts</b>, then select <b>Building Blocks Organizer</b></li> <li>3. Choose the building block, and then select <b>Insert</b></li> </ol>	Project 2	Module 3, Lesson 2
<b>3.2.1 Create custom color sets</b>	<a href="#">Create my own color theme</a>	<ol style="list-style-type: none"> <li>1. From the <b>Design</b> tab &gt; <b>Document Formatting</b> group,</li> </ol>	Project 3	Module 3, Lesson 3

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		<p>select <b>Colors</b>, and then select <b>Customize Colors</b></p> <ol style="list-style-type: none"> <li>In the <b>Create New Theme Colors</b> window</li> <li>Select the drop-down next to the theme color to change, and then select a color</li> <li>Repeat this for all the colors to change</li> <li>In the <b>Name</b> box, enter a name for the new theme colors, and select <b>Save</b></li> </ol>		
<b>3.2.2: Create custom font sets</b>	<a href="#">Change theme fonts</a>	<ol style="list-style-type: none"> <li>From the <b>Design</b> tab &gt; <b>Document Formatting</b> group, select the <b>Fonts</b> drop-down, and choose <b>Customize Fonts</b></li> <li>In the <b>Create New Theme Fonts</b> dialog box &gt; <b>Heading font</b> and <b>Body font</b> boxes, choose fonts</li> <li>In the <b>Name</b> box, enter a name</li> <li>Select <b>Save</b></li> </ol>	Project 1	Module 3, Lesson 3
<b>3.2.3 Create custom themes</b>	<a href="#">Change a theme and make it the default in Word or Excel</a>	<ol style="list-style-type: none"> <li>From the <b>Design</b> tab &gt; <b>Themes</b> group, select <b>Save Current Theme</b></li> <li>In the <b>Save Current Theme</b> dialog box &gt; <b>File name:</b> box, enter a name for the theme</li> <li>Select <b>Save</b></li> </ol>	Project 3	Module 3, Lesson 3
<b>3.2.4 Create custom style sets</b>	<a href="#">Customize or create new styles</a>	<ol style="list-style-type: none"> <li>From the <b>Design</b> tab &gt; <b>Document</b> formatting group, select the <b>Style Set</b> gallery drop-down, then choose <b>Save as a New Style Set...</b></li> <li>In the <b>Save as a New Style Set</b> dialog box &gt; <b>File name:</b> box, enter a name</li> </ol>	Project 2	Module 3, Lesson 4

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		3. Select <b>Save</b>		
<b>3.3.1 Mark index entries</b>	<a href="#">Create and update an index</a>	<ol style="list-style-type: none"> <li>1. Select the text</li> <li>2. From the <b>References</b> tab &gt; <b>Index</b> group, select <b>Mark Entry</b> <ul style="list-style-type: none"> <li>• To create a cross-reference to another entry, in the <b>Mark Index Entry</b> dialog box &gt; <b>Options</b> section, select <b>Cross-reference</b>. In the <b>Cross-reference</b> box, enter the text for the other entry</li> <li>• If you want to format the page numbers that the index will display, in the <b>Page number format</b> section, select the <b>Bold</b> check box, the <b>Italic</b> check box, or both</li> </ul> </li> <li>3. To mark the index entry, select <b>Mark</b>. To mark this text everywhere it appears in the document, select <b>Mark All</b></li> </ol>	Project 2	Module 4, Lesson 1
<b>3.3.2 Create indexes</b>	<a href="#">Create and update an index</a>	<ol style="list-style-type: none"> <li>1. Select the location to add the index</li> <li>2. From the <b>References</b> tab &gt; <b>Index</b> group, select <b>Insert Index</b></li> <li>3. In the <b>Index</b> dialog box, you can choose the formatting for text entries, page numbers, tabs, and leader characters</li> <li>4. Select <b>OK</b></li> </ol>	Project 2	Module 4, Lesson 1
<b>3.3.3 Update indexes</b>	<a href="#">Create and update an index</a>	<ol style="list-style-type: none"> <li>1. Select the index</li> <li>2. From the <b>References</b> tab &gt; <b>Index</b> group, select <b>Update Index</b></li> </ol>	Project 2	Module 4, Lesson 1

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<b>3.4.1 Insert figure and table captions</b>	<a href="#">Add, format, or delete captions in Word</a>	<ol style="list-style-type: none"><li>1. Select the object to add a caption (table, equation, figure, or other object)</li><li>2. From the <b>References</b> tab &gt; <b>Captions</b> group, select <b>Insert Caption</b></li><li>3. From the <b>Caption</b> dialog box, in the <b>Label</b> list, select the label that best describes the object</li><li>4. In the <b>Caption</b> box, enter any text, including punctuation, to appear after the label</li><li>5. Select <b>OK</b></li></ol>	Project 3	Module 4, Lesson 2
<b>3.4.2 Configure caption properties</b>	<a href="#">Add, format, or delete captions in Word</a>	<ol style="list-style-type: none"><li>1. Select the caption</li><li>2. From the <b>References</b> tab &gt; <b>Captions</b> group, select <b>Insert Caption</b>, then in the <b>Caption</b> dialog box do one of the following:<ul style="list-style-type: none"><li>• In the <b>Label</b> list, select <b>Equation, Figure, Picture, or Table</b></li><li>• In the <b>Position</b> list, select <b>Above selected item</b> or <b>Below selected item</b></li><li>• Select <b>New Label</b>, and then enter a custom label name</li><li>• Select <b>Numbering</b>, then in the <b>Format</b> list, select the desired numbering style</li></ul></li></ol>	Project 3	Module 4, Lesson 2
<b>3.4.3 Insert and modify a table of figures</b>	<a href="#">Insert a Table of Figures</a>	<b>Insert a Table of Figures</b> <ol style="list-style-type: none"><li>1. Place the cursor in the document</li><li>2. From the <b>References</b> tab &gt; <b>Captions</b> group, select <b>Insert Table of Figures</b></li></ol>	Project 3	Module 4, Lesson 2

		<ol style="list-style-type: none"> <li>From the <b>Table of Figures</b> dialog box, adjust the formatting and options</li> <li>Select <b>OK</b></li> </ol> <p><b>Update a Table of Figures</b></p> <ol style="list-style-type: none"> <li>Select anywhere in the Table of Figures</li> <li>From the <b>References</b> tab &gt; <b>Captions</b> group, select <b>Update Table</b></li> <li>In the <b>Update Table of Figures</b> dialog box, select an update option: <ul style="list-style-type: none"> <li><b>Update page numbers only</b></li> <li><b>Update entire table</b></li> </ul> </li> <li>Select <b>OK</b></li> </ol>		
<b>4.1.1 Add custom fields</b>	<a href="#">Insert, edit, and view fields in Word</a>  <a href="#">List of field codes in Word</a>	<ol style="list-style-type: none"> <li>Place the cursor in the document to insert a field</li> <li>From the <b>Insert</b> tab &gt; <b>Text</b> group, select <b>Quick Parts</b>, then choose <b>Field</b></li> <li>In the <b>Field</b> dialog box, <b>Field names</b> list, select a field name</li> </ol>	Project 3	Module 5, Lesson 1
<b>4.1.2 Modify field properties</b>		<ol style="list-style-type: none"> <li>In the field, <b>right-click</b> or access the context menu, then select <b>Edit Field...</b></li> <li>In the <b>Field</b> dialog box, modify the field options</li> </ol>	Project 3	Module 5, Lesson 1
<b>4.1.3 Insert standard content controls</b>	<a href="#">Create forms that users complete or print in Word</a>	<ol style="list-style-type: none"> <li>Place your cursor in the document to insert the control</li> <li>From the <b>Developer</b> tab &gt; <b>Controls</b> group, select one of the following options: <ul style="list-style-type: none"> <li><b>Rich Text Content Control</b></li> <li><b>Plain Text Content Control</b></li> </ul> </li> </ol>	Project 1 Project 3	Module 5, Lesson 2

		<ul style="list-style-type: none"> <li>• <b>Picture Content Control</b></li> <li>• <b>Building Block Gallery Content Control</b></li> <li>• <b>Check Box Content Control</b></li> <li>• <b>Combo Box Content Control</b></li> <li>• <b>Drop-Down List Content Control</b></li> <li>• <b>Date Picker Content Control</b></li> <li>• <b>Repeating Section Content Control</b></li> <li>• <b>Legacy Tools Content Control</b></li> </ul>		
<b>4.1.4 Configure standard content controls</b>	<a href="#">Create forms that users complete or print in Word</a>	<ol style="list-style-type: none"> <li>1. Select the content control to change</li> <li>2. From the <b>Developer</b> tab &gt; <b>Controls</b> group, select <b>Properties</b></li> <li>3. Select the properties to change</li> </ol>	Project 1 Project 3	Module 5, Lesson 2
<b>4.2.1 Record simple macros</b>	<a href="#">Create or run a macro</a>	<ol style="list-style-type: none"> <li>1. From the <b>View</b> tab &gt; <b>Macros</b> group, select the <b>Macros</b> drop-down, then choose <b>Record Macro...</b></li> <li>2. From the <b>Record Macro</b> dialog box, in the <b>Macro name:</b> box, enter a name for the macro</li> <li>3. To use this macro in any new document, in the <b>Store macro in:</b> box, select <b>All Documents (Normal.dotm)</b></li> <li>4. Select <b>OK</b> to begin recording the macro</li> <li>5. Record the steps in the macro by selecting the commands or entering the text for each step</li> </ol>	Project 2	Module 6, Lesson 1

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		<p>in the task. Word records the actions</p> <p><b>Note:</b> Use the keyboard to select text by using the SHIFT+arrow keys while you are recording your macros. Macros don't record selections made with a mouse or other pointing device</p> <p>6. When the steps are completed, to stop recording, select the <b>View</b> tab &gt; <b>Macros</b> group, and select the Macros drop-down, then choose <b>Stop Recording</b></p> <p>7. From the <b>View</b> tab &gt; <b>Macros</b> group, select the <b>Macros</b> drop-down, then choose <b>View Macros</b>, and select the macro</p>		
<b>4.2.2 Name simple macros</b>	<a href="#">Create or run a macro</a>	<ol style="list-style-type: none"> <li>1. From the <b>View</b> tab &gt; <b>Macros</b> group, select the <b>Macros</b> drop-down, then choose <b>View Macros</b> or <b>Record Macro...</b></li> <li>2. In the <b>Macro name:</b> box, enter a name for the macro</li> </ol>	Project 2	Module 6, Lesson 1
<b>4.2.3 Edit simple macros</b>	<a href="#">Create or run a macro</a>  <a href="#">Getting started with VBA in Office</a>	<ol style="list-style-type: none"> <li>1. From the <b>View</b> tab &gt; <b>Macros</b> group, select the <b>Macros</b> drop-down, then choose <b>View Macros</b></li> <li>2. From the <b>Macros</b> dialog box, select <b>Edit</b></li> <li>3. A <b>Microsoft Visual Basic for Applications</b> window will open. Locate the macro from the list by identifying the macro name next to the <b>Sub</b> command (example: <b>Sub Demo ( )</b>)</li> </ol>	Project 2 Project 3	Module 6, Lesson 2

		4. Review the code and make changes		
<b>4.2.4 Copy macros to other documents or templates</b>	<a href="#">Create or run a macro</a>  <a href="#">Copy a macro module to another workbook</a>	<ol style="list-style-type: none"> <li>1. From the <b>View</b> tab &gt; <b>Macros</b> group, select the <b>Macros</b> drop-down, then choose <b>View Macros</b></li> <li>2. In the <b>Macros</b> dialog box, select <b>Organizer</b></li> <li>3. In the <b>Organizer</b> dialog box &gt; <b>Macro Project Items</b> tab, select the file to copy the macro from by using the drop-down under the <b>Macro Project Items available in:</b></li> <li>4. Select the file to copy the macro to by using the drop-down under the second <b>Macro Project Items available in:</b></li> <li>5. Select the <b>Macro Project item</b> from the first document, select <b>Copy</b>, then <b>Close</b></li> </ol>	Project 3	Module 6, Lesson 2
<b>4.3.1 Manage recipient lists</b>	<a href="#">Create a directory of names, addresses, and other information</a>  <a href="#">Use Outlook contacts as a data source for a mail merge</a>  <a href="#">Data sources you can use for a mail merge</a>	<ol style="list-style-type: none"> <li>1. From the <b>Mailings</b> tab &gt; <b>Start Mail Merge</b> group, select <b>Edit Recipient List</b></li> <li>2. In the <b>Mail Merge Recipients</b> dialog box &gt; <b>Data Source</b> box, select the file</li> <li>3. Select <b>Edit</b></li> <li>4. In the <b>Edit Data Source</b> dialog box, select <b>New Entry</b></li> <li>5. A new highlighted row displays for the data entry. Enter data for each field by selecting that field in the row, and navigate by using the <b>Tab</b> key</li> </ol>	Project 1	Module 7, Lesson 2

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<b>4.3.2 Insert merged fields</b>	<a href="#">Insert, edit, and view fields in Word</a>	<ol style="list-style-type: none"> <li>1. Place the cursor in the document</li> <li>2. From the <b>Mailings</b> tab &gt; <b>Write &amp; Insert Fields</b> group, select the <b>Insert Merge Field</b> drop-down, then choose the merge field</li> </ol>	Project 1	Module 7, Lesson 1
<b>4.3.3 Preview merge results</b>	<a href="#">Insert, edit, and view fields in Word</a>	<ol style="list-style-type: none"> <li>1. From the <b>Mailings</b> tab &gt; <b>Preview Results</b> group, select <b>Preview Results</b></li> <li>2. Navigate through each personalized version by using the <b>Preview Results</b> navigation buttons</li> </ol>	Project 1	Module 7, Lesson 1
<b>4.3.4 Create merged documents, labels, and envelopes</b>	<a href="#">Mail merge</a> <a href="#">Print letters</a> <a href="#">Print envelopes</a>	<p><b>Print documents</b></p> <ol style="list-style-type: none"> <li>1. From the <b>Mailings</b> tab &gt; <b>Finish</b> group, select <b>Finish &amp; Merge</b>, and then select <b>Print Documents</b></li> <li>2. In the <b>Merge to Printer</b> dialog box, select which records to merge</li> <li>3. Select <b>OK</b></li> </ol> <p><b>Email messages</b></p> <ol style="list-style-type: none"> <li>1. From the <b>Mailings</b> tab &gt; <b>Finish</b> group, select <b>Finish &amp; Merge</b>, and then select <b>Send Email Messages</b></li> <li>2. In the <b>Merge to E-mail</b> dialog box, configure the message options making sure to enter an appropriate subject line, and then select which records to merge into an email</li> <li>3. Select <b>OK</b> to run the merge and send the emails</li> </ol> <p><b>Create and print envelopes</b></p>	Project 1	Module 7, Lesson 3

		<ol style="list-style-type: none"><li>1. Just for envelopes, open a new blank document</li><li>2. From the <b>Mailings</b> tab &gt; <b>Finish</b> group, select <b>Start Mail Merge</b>, and then select <b>Envelopes</b></li><li>3. Set your envelope options 5.</li> <li>4. Set your printing options</li></ol> <p><b>Create and print labels</b></p> <ol style="list-style-type: none"><li>1. On the <b>Mailings</b> tab &gt; <b>Start Mail Merge</b> group, select <b>Start Mail Merge</b>, and then select <b>Labels</b></li><li>2. Set your labels options, <b>Note:</b> find information about the labels on the label packaging</li><li>3. Select <b>New Label</b> to review the label layout and apply merge rules to the labels</li><li>4. Set up the first label with the merge fields</li><li>5. For the next label, in the <b>Write &amp; Insert Fields</b> group, select <b>Rules</b> &gt; <b>Next Record</b> &gt; <b>Next Record Rule</b></li><li>6. Select <b>Update Labels</b></li></ol>		
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